



The district believes that artificial intelligence (including generative artificial intelligence) is a useful tool for efficiency and creativity, with valuable instructional as well as operational functions. The district also recognizes that generative artificial intelligence concerns relating to privacy, risk, bias, accuracy, and integrity. This policy is intended to facilitate the safe and responsible use of artificial intelligence (AI) in the instructional and operational functions of the district, and to supplement rather than replace guidance for internet use and other technology policies.

The district recognizes that AI capabilities are built into the functioning of many systems and tools widely used by students, staff, and the general public. For the purposes of this guidance, “AI tools” refers to applications, websites, or other technology whose primary purpose is to use machine learning to generate content (text, images, videos, or other digital artifacts).

### **PRIVACY AND CONFIDENTIALITY**

All laws regarding student and personnel records, confidentiality, privacy, and internet use will be followed at all times. District employees are prohibited from sharing personally identifiable information (PII)<sup>1</sup> with any generative artificial intelligence application.

Students and staff in violation of policy or related rules may be subject to discipline and may be referred to law enforcement.

### **APPROVAL AND TRAINING**

AI tools used by employees or students for district business or with district devices must be reviewed and approved before use. The district will maintain a list of approved AI tools available for employee and student use, and will seek out professional development opportunities for employees to learn how to use approved generative artificial intelligence for various work functions.

Decisions regarding the approval and use of new or additional AI tools will be guided by their ability to advance student learning or the operations of the district. If a new AI tool is desired for district business or on district devices, a formal review process will be conducted. The review process will involve multiple viewpoints, technical expertise from district Informational Technology services, and an opportunity for staff or community members to appeal the decision.

### **OPERATIONAL USE**

District employees are authorized to use approved generative artificial intelligence to perform various work functions. Employees are responsible for ensuring their use complies with all laws, including, but not limited to copyright and privacy laws.

In accordance with the district’s Language Access Plan, [IGBI-AR: Bilingual Education](#), and state and federal law such as Title VI of the Civil Rights Act, district staff will not rely solely on AI tools for translation and interpretation services. When communicating with multilingual families, district staff will ensure trained, qualified linguists provide and/or review all translated communications.

To mitigate bias and align decisions with district values and goals, the district will ensure adherence to best practices and industry standards as applicable when using AI use in district operations including but not limited to:

- Recruitment, hiring, and training of personnel
- Financial or contractual agreements or commitments
- Safety and facilities management
- Transportation scheduling and services

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<sup>1</sup> See [JOB-AP: Personally Identifiable Information](#) for additional information.

Supervisors are responsible for monitoring the use and reviewing the outputs of AI tools, and ensuring adherence to district policies and expectations.

## **INSTRUCTIONAL USE**

### **STUDENT MANAGEMENT SYSTEMS**

Principals or their designees are responsible for monitoring the use and outputs of a AI tools used for developing schedules for academic, athletic, and other school activity calendars. Outputs should be reviewed to mitigate bias and error, and diverse viewpoints shall be included in the review of calendars and related scheduling documents.

Principals are responsible for regular review of the use and outputs of AI tools for student management, discipline, or other monitoring of student activities in their buildings. This review is intended to identify and mitigate potential bias and error that may impact the student experience.

### **INDEPENDENT STUDENT USE**

Specific rules for the independent use of generative artificial intelligence for assigned student work shall be developed by the teacher and communicated to students. Teachers should consider the following in establishing these rules:

1. Accessibility of programs and technology for all students outside of school;<sup>2</sup>
2. Student awareness of bias and inaccuracies and student ability to responsibly address those concerns; and
3. The teacher's ability to accurately and consistently detect usage. Teachers shall require proactive disclosure of AI use rather than rely upon AI detection methods for determining authenticity of student work.

Failure to follow these rules may result in incomplete credit or disciplinary action.

### **STUDENT USE AS PART OF CLASS**

Teachers may use generative artificial intelligence as part of instruction to further course objectives. Only applications approved by the district will be allowed to be used as part of the class. Teachers using or allowing the use of AI tools for learning activities will provide instruction to students on appropriate use of the tool. All Terms of Use will be followed, along with any additional rules as established by the district or the teacher. Students are not allowed to share logins or passwords.

The district will provide notice to parents regarding student use of generative artificial intelligence as part of classes.

## **END OF ADMINISTRATIVE POLICY**

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REVIEWED: 3/11/25

APPROVED: 5/13/25

### **POLICY / REGULATION CROSS REFERENCE**

### **LEGAL REFERENCE**

[ORS 332.107](#)

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133.  
Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.  
Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501-6505  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; 34 C.F.R. § 99.  
Protection of Pupil Rights, 20 U.S.C. § 1232h.

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<sup>2</sup> For example, do all students have access to computers and internet away from school; does the age of the students impact their ability to access generative artificial intelligence?